

Role Description - Volunteer Business Administrative Coordinators

Organisation: The Daniella Logun Foundation (DLF)

Location: Uxbridge Hub / Hybrid

Commitment: 10–20 hours per week (negotiable)

Reporting to: CEO / Operations Manager

This is an exciting new opportunity for friendly administrative coordinators to join the Daniella Logun Foundation (DLF) based in Hillingdon, West London. We are looking for up to two (2) flexible and experienced volunteers to support our administrative processes.

Core Purpose

To provide essential administrative and operational support to the DLF team, ensuring that our campaigns, projects, and daily administrative processes run smoothly and efficiently. You will act as a key point of coordination, helping to maintain the professional standards required for our frontline support services and community engagement work.

Key Responsibilities

- **Operational Coordination:** Support the planning and execution of ongoing campaigns and projects, assisting with documentation, scheduling and stakeholder communication.
- **General Administration:** Handle day-to-day office tasks, including drafting professional correspondence, managing telephone enquiries and maintaining accurate project records.
- **Data Management:** Oversee administrative systems and ensure that all sensitive family and project data is managed in strict compliance with GDPR and confidentiality protocols.
- **Event & Awareness Support:** Assist in the logistics of awareness programmes and events—from preparation and flyer distribution to on-site support and post-event reporting.
- **Communication Liaison:** Act as a reliable point of contact for external stakeholders, including schools, local authorities and business partners.



Person Specification

- **Organisational Skills:** Highly organised, proactive and capable of managing multiple tasks simultaneously while meeting tight deadlines.
- **Technical Proficiency:** Strong IT skills, including proficiency in MS Office (Word, Excel) or Google Workspace; willing to learn new systems quickly.
- **Communication:** Excellent written and spoken English, with a clear and professional writing style.
- **Character:** Emotionally resilient, trustworthy and reliable, with a high degree of integrity when handling sensitive information.
- **Work Ethic:** A self-motivated, independent thinker with a commitment to the Foundation's mission of supporting children and families navigating wellbeing trauma.

Volunteering Offer

- **Professional Experience:** Develop highly transferable administrative and project management skills within a diverse, professional charity environment.
- **Training & Induction:** Receive full induction and training to support your integration into the DLF team and the wider Hillingdon health and social enterprise network.
- **Expenses:** Reasonable out-of-pocket expenses (travel, lunch, administrative costs) will be covered upon prior agreement.

How to Apply

- Visit [volunteering | Volunteer Hub | H4ALL](#) and download or print an application form OR email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post.
- Send your completed form by email to volunteerhub@h4all.org.uk OR post to H4ALL, Volunteer Development Team, Key House, Yiewsley, UB7 9BQ.
- Call 01895-676-111 to speak to a member of the H4ALL volunteering team in person.
- **Eligibility:** All applicants must be over 18 years old.



The Daniella Logun Foundation is a registered charity in England, Charity No. 1189746, a member of the National Council for Voluntary Organisations (NCVO) and a member of the Hillingdon Charity Sector Alliance/Partnership.

